Exporting a Chart or Map to MS Word or PowerPoint
CMAT v 3.6

Question: When I print or export a chart or map it doesn't look the same as it did when I viewed it in CMAT. How can I get the title, date, number of incidents, same colors, etc. to show up when I print or export to another program such as Word or PowerPoint?

Answer: When you use the "Save Graphic" button to save a CMAT chart, only the graphic element itself is saved; the text outside the graphic is not included. Similarly, when you print a map using the "Location Map" report the colors will change and there is no opportunity to edit or add content to the graphics.

The following steps describe how to export what you see on your screen into MS Word or PowerPoint for printing, editing or presenting.

1. Click on the CMAT window you want to save (to bring it to the front and make it "active").

2. Hold down Alt and press "print screen" (Alt + PrtScn) on your computer keyboard. Although there is no feedback, this will copy an image of the active window to your "clipboard."

3. Open Microsoft Word or PowerPoint.

4. Use the "paste" command to insert the CMAT image into Word or PowerPoint.

5. Click on the CMAT image you just pasted to make it "active."

6. Right-Click anywhere on the menus or toolbars at the top of the window, then check the box next to "Picture." The Picture tool bar should appear, but it could be docked at the top, bottom, or a floating toolbar.

7. Click on the "crop" tool ( ) on the "Picture" toolbar.

8. With this tool active, use your mouse to "Click and drag" the corners or edges of the image to crop down to the content you need.

Finished example: